



## **AMERICAN CONSULATE, KOLKATA, INDIA**

VACANCY ANNOUNCEMENT NUMBER: **KOL-2013-04**

The U.S. Consulate in Kolkata is seeking an individual for the position of Supply Supervisor in the General Services section.

**Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms with supporting educational and employment documentation will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the skills test/interview will be contacted.**

**OPEN TO:** All Interested Candidates

**POSITION:** Supply Supervisor, FSN-805-07, CLA-522001  
(Personal Services Agreement)

**OPENING DATE:** April 14, 2013

**CLOSING DATE:** April 28, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **Not Ordinarily Resident:** Grade: FP-07\*  
**Ordinarily Resident:** Grade: FSN-7\*

\*Starting salary will be determined on the basis of qualifications and experience and/or salary history.

Applicants who responded to Vacancy announcement **KOL-2013-04A** need not reapply

### **DEFINITIONS**

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the

- employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

**NOTE: FOREIGN NATIONAL APPLICANTS (OR) MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.**

**FUNCTION OF POSITION**

**NONEXPENDABLES**

Plans, organizes and directs activities effectively; Ensures that projects within the area of responsibilities are completed in a timely manner; Provides feedback to the supervisor. Ensures supply/service deliveries are accurate and in compliance with the original purchase order (PO) and/or requisition. Responsible for using ILMS to maintain accountability for all USG property. Ensure that all property entered into ILMS is stored in the correct physical location. All ILMS records must be complete and accurate. Performs tracking of non-expendable property once it leaves the warehouse including information on the use, control, maintenance and replacement of a post's non-expendable inventory. Provides the GSO details on how to deal with issues of employee liability regarding damaged or missing property. Maintains the furniture and appliance pool (FAP) at post, ensuring compliance with the management controls needed to administer the issuance and return of non-expendable property. Determines recommended replacement cycles for personal property. Compute the depreciation of an item of capitalized property. Consults with the GSO to determine with items must be replaced during the current fiscal year. Submits reports on which cases of employee liability may be adjudicated by the Property Management Officer and which cases must be adjudicated

by the Property Survey Board. Submits a report to the GSO when an employee may be liable for damage, repairs or replacement of property. Receives assistance from and supervises Warehouseman in conducting annual inventories of non-expendable office and residential and reconciles inventory checks of ILMS records. Oversees the inventory and issuance of Consulate's Welcome Kits for the use of newly assigned or departing personnel. Oversees cleaning of residential draperies, carpets and sofa covers when requested.

## **EXPENDABLES**

Manages the Consulate's Supply room – ordering, posting receiving and issuing supplies, for the Consulate, American Center and to the residences as well. Receives, keeps and issues spare parts for vehicles, generators, electric typewriters, copiers and appliances, etc. Manages expendable stock inventory via ILMS and conducts annual inventory according to 6FAM. Manages issuance and replenishment of post's expendable supplies and ensures that customers have the supplies they are authorized. Performs charging under ICASS for managing and agency's expendable supplies. Follows management controls needed to manage the issuance of expendable supplies. Maintains records to keep track of the type and quality of supplies issued to various offices. Monitors stock of expendable supplies and checks stock levels to determine when and how much recorder, compute minimum and maximum stock levels for any expendable item, determines how much of any item to order when given the item maximum stock level, and its current stock level. Prepares biannual GSA requisitions and forwards to B&F Section for obligation. Prepares list of items for emergency requisitions to GSA, obtains obligation from B&F and forwards them to the Procurement Unit for processing. Utilize ILMS in order to establish stock levels, reorder points, and Post's balances after each transaction. Checks storage areas to ensure that supplies are properly stored accordingly to SHEM guidelines and Post procedures.

## **WAREHOUSING**

Computes ICASS workload charges for providing warehouse space for an agency's personal property. Describes various types of storage: bulk, bin, climate-controlled, flammable, and indicate which kinds of storage areas are best for storing items on a given list (items on the list will be similar to those that may be stocked at post). Determines more efficient use of warehouse space (e.g. racks, bins, pallets, binders). Uses material handling equipment, hand carts, refrigerator dollies, and stock rotation. Follows current location map for property storage and modifies where/when necessary. Ensures that items stored in the warehouse are stored in a manner to be free from rust, mildew, and dust where possible. Checks functioning of security systems and warehouse facility, and performs preventative practices to prevent warehouse fire. Display information explaining important safety procedures that must be followed in the warehouse operations. Ensure that employees follow said safety procedures. Coordinates the transfer of all offices and residential equipment, furniture and furnishings between residences, offices and/or the warehouse.

## **DISPOSAL**

Consults with the GSO to identify excess, unusable and end of life cycle property, and determines the disposal method to use for each item on a given list (i.e. sealed bids, spot bids and auction). Applies appropriate regulations and procedures to aforementioned disposal methods. Coordinates with the Procurement section to facilitate disposal sales. Initiates appropriate actions to be taken by the Accountable Property Officer to see that final adjustments are made to the property records including records of property repairs and returned to service. Maintains all relevant records through ILMS. Prepares list of old and excess items such as furniture/equipment and forwards the list to the Property Management Officer and the Property Disposal Officer for approval to dispose of respective items. Back stops the Supply Clerk and Receiving Clerk. Performs other related duties as directed by Supervisor or his/her assignee.

## **QUALIFICATIONS REQUIRED**

1. Completion of Higher Secondary (XII) is required.
2. Three years experience working in private business/warehouse, managing and accounting for equipment and supplies is required.
3. Level IV Fluent English (speaking/reading/writing), Level III (Good working knowledge ) in spoken Bengali and Hindi (**When applying for the position, please indicate your levels of proficiency in the languages).**)
4. USG rules and regulations for Property Management, host government property acquisition policy, procurement sources for both Stateside and local. Required knowledge for compiling Procurement list of supplies for procurement purposes, warehouse management.
5. Computer skills (MS Work, MS Outlook, Excel and browsing through Internet). Ability to prioritize tasks, meet deadlines and perform efficiently under stress. Interact and deal tactfully with American Officers and family members.

***A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.***

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested candidates for this position must submit the following:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website <http://kolkata.usconsulate.gov/jobopportunities.html> **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE: **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application: **and**
5. Any other documentation (e.g., essays, educational and work experience certificates, awards, etc) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Management/HR Office  
38A, Jawaharlal Nehru (Chowringhee) Road  
Kolkata 700 071

**Applications sent by post/courier/hand delivered will only be accepted from Monday thru Friday between 8:00 am and 5:00 pm, excepting holidays.**

Or

E-mail application form and attachments to: [HROKolkata@state.gov](mailto:HROKolkata@state.gov)

Please insert “**VA# 2013-04** (Vacancy Announcement Number) and **CLA-522001** (Position number) in the subject line of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

### **POINT OF CONTACT**

Human Resources Office  
Telephone: 3984-2400  
Fax: 2282-2335

All applications for the Subject announcement must be received by **April 28, 2013**.

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

### **AN EQUAL OPPORTUNITY EMPLOYER**

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: GSO: Matthew R. Hetrick

Approved: MO: Daley C. O'Neil